



Scheduling Quick Reference Guide

Public Version

Physical Assessment Subsystem (PASS) Scheduling Release 1.1

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

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Introduction

The Real Estate Assessment Center (REAC) is a U.S. Department of Housing and Urban Development (HUD) national management center created to centralize and standardize the way HUD monitors and evaluates the physical condition, as well as the financial condition of HUD properties. This includes over 3,000 Public Housing Agencies (PHA) and over 30,000 Federal Housing Administration (FHA) multifamily insured, direct loan, HUD-held, and Section 8 project-based subsidized properties.

The Physical Assessment Subsystem (PASS) is a Web-based subsystem developed by the REAC to monitor the physical condition of HUD properties based on on-site physical inspections. A component of PASS is Scheduling which manages contracts, task orders, and inspection scheduling.

Objectives

The purpose of PASS Scheduling is to provide the general public with a tool to view physical inspection scheduling details via the internet.

Scheduling is available to any interested party wishing to view scheduled and non scheduled physical inspections. Authorized users access Scheduling via the Internet.

Inspection Schedules

Users can view scheduled, unscheduled or all inspections when accessing the public version for Scheduling.

Physical Inspections Query Page

The **Physical Inspections Query Page** allows users to search for specific inspection schedule(s). The **Physical Inspections Query Page** is divided into two sections: *View* and *View by*. The *View by* section allows the search to be either narrow or broad in scope depending on the specific criteria selected. The criteria fields are: *City*, *State*, *Zip Code*, *Inspection Date Range*, and/or *Property ID(s)*.

Physical Inspections Query Page		
<small>* Welcome to the public HUD property physical inspections query page. The purpose of this page is to provide public access to the scheduling activities of physical inspections for HUD-held properties. To initiate a query, simply enter AT LEAST ONE search criteria and press "Submit". We recommend using multiple search criteria to narrow the search and minimize response time.</small>		
View		
<input checked="" type="radio"/> View All Inspections	<input type="radio"/> View Unscheduled Inspections	<input type="radio"/> View Scheduled Inspections
View by		
City:	<input type="text"/>	
State:	<input type="text"/>	
Zip Code:	<input type="text"/>	
Inspection Date Range:		
	Begin: <input type="text"/>	<input type="button" value="Calendar"/>
	End: <input type="text"/>	<input type="button" value="Calendar"/>
Property ID:	From: <input type="text"/>	
	To: <input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

The **Physical Inspections Query Page** allows users to define their search by selecting specific search criteria.

To view inspections via the **Physical Inspections Query Page**:

1. Click on one of the radio buttons in the *View* section.

RADIO BUTTON	FUNCTION
<input checked="" type="radio"/> View All Inspections	Based on the selection criteria, all inspections (scheduled and unscheduled) appear on the Inspections Schedule Report.
<input type="radio"/> View Unscheduled Inspections	Based on the selection criteria, only unscheduled inspections appear on the Inspections Schedule Report.
<input type="radio"/> View Scheduled Inspections	Based on the selection criteria, only scheduled inspections appear on the Inspections Schedule Report.



NOTE: The system automatically defaults to the *View All Inspections* radio button.

2. Update the appropriate fields in the *View by* section of the page. In the following example only the *State* field is updated.

Physical Inspections Query Page

* Welcome to the public HUD property physical inspections query page. The purpose of this page is to provide public access to the scheduling activities of physical inspections for HUD-held properties. To initiate a query, simply enter AT LEAST ONE search criteria and press "Submit". We recommend using multiple search criteria to narrow the search and minimize response time.

View	
<input checked="" type="radio"/> View All Inspections	<input type="radio"/> View Unscheduled Inspections
<input type="radio"/> View Scheduled Inspections	

View by	
City:	<input type="text"/>
State:	<input type="text" value="District of Columbia"/>
Zip Code:	<input type="text"/>
Inspection Date Range:	
	Begin: <input type="text"/> 
	End: <input type="text"/> 
Property ID:	From: <input type="text"/>
	To: <input type="text"/>

3. Click on . The **Inspections Schedule Report** page displays.▼ (Next page)

NOTE: Click on the  button to clear all fields and reenter new search criteria.



NOTE: This message displays if data is not entered in at least one search criteria field.
▲

Inspections Schedule Report

All Inspections

Search Criteria: , DC, , , , ,





[Back to search](#)

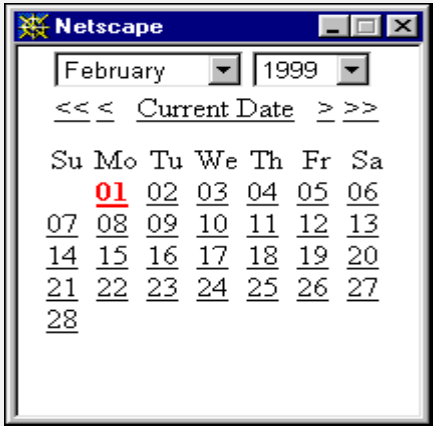
Prev
View: 1 - 32 of 32
Next
Select No. of Records to Show
Page No. of 1

Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Inspecting Companies
800003674	AZEEZE BATES	WASHINGTON	DC	51400			MTB Investments, Inc.
800003675	BROOKLAND MANOR aka Brentwood Village	WASHINGTON	DC	51401			MTB Investments, Inc.
800003679	BENNING COURTS	WASHINGTON	DC	51402			MTB Investments, Inc.
800003686	CAPITOL MANOR	WASHINGTON	DC	51403			MTB Investments, Inc.
800003687	CAPITOL TOWERS ELDERLY	WASHINGTON	DC	51404			MTB Investments, Inc.
800003697	COLUMBIA HEIGHTS VILLAGE	WASHINGTON	DC	51405	06/20/1999	AM	MTB Investments, Inc.
800003705	EDGEWOOD TERRACE I	WASHINGTON	DC	51406	06/20/1999	AM	MTB Investments, Inc.
800003706	EDGEWOOD TERRACE SECTION II	WASHINGTON	DC	51407	06/20/1999	AM	MTB Investments, Inc.
800003708	ELEVENTH STREET APTS	WASHINGTON	DC	51408	06/19/1999	PM	MTB Investments, Inc.
800003712	FAIRMONT-2 REHAB	WASHINGTON	DC	51409	06/19/1999	PM	MTB Investments, Inc.
800003717	FORT LINCOLN SENIOR VILLAGE I	WASHINGTON	DC	51410	06/19/1999	AM	MTB Investments, Inc.
800003719	FOSTER HOUSE	WASHINGTON	DC	51411	06/17/1999		MTB Investments, Inc.
800003725	GIBSON PLAZA	WASHINGTON	DC	51412			MTB Investments, Inc.
800003728	GLENN ARMS APTS	WASHINGTON	DC	51413			MTB Investments, Inc.
800003729	GOLDEN RULE APTS	WASHINGTON	DC	51414			MTB Investments, Inc.
800003741	IMMACULATE CONCEPTION	WASHINGTON	DC	51415			MTB Investments, Inc.
800003745	KELSEY GARDENS	WASHINGTON	DC	51416			MTB Investments, Inc.
800003747	KING TOWERS	WASHINGTON	DC	51417			MTB Investments, Inc.
800003750	LINCOLN WESTMORELAND I	WASHINGTON	DC	51418			MTB Investments, Inc.
800003753	MAYFAIR MANSIONS	WASHINGTON	DC	51419			MTB Investments, Inc.
800003764	PARADISE MANOR	WASHINGTON	DC	51420			MTB Investments, Inc.
800003769	PARKWAY OVERLOOK EAST	WASHINGTON	DC	51421	06/15/1999		MTB Investments, Inc.
800003770	PARKWAY OVERLOOK WEST	WASHINGTON	DC	51422	06/15/1999		MTB Investments, Inc.
800003771	THE PENTACLE	WASHINGTON	DC	51423	06/15/1999		MTB Investments, Inc.
800003777	S STREET APARTMENTS	WASHINGTON	DC	51424	06/24/1999		MTB Investments, Inc.
800003779	SAYLES PLACE HOMES, INC.	WASHINGTON	DC	51425	06/18/1999		MTB Investments, Inc.
800003785	STONERIDGE I	WASHINGTON	DC	51426	06/18/1999		MTB Investments, Inc.
800003786	Stoneridge Apts. Sec II	WASHINGTON	DC	51427	06/15/1999		MTB Investments, Inc.
800003793	TRENTON TERRACE	WASHINGTON	DC	51428	06/15/1999		MTB Investments, Inc.
800003797	URBAN VILLAGE ASSOCIATES	WASHINGTON	DC	51429	06/15/1999		MTB Investments, Inc.
800003803	WASHINGTON APTS	WASHINGTON	DC	51430	06/15/1999		MTB Investments, Inc.
800024120	Tyler House	Washington	DC	53588			MTB Investments, Inc.


[Back to search](#)

Inspections Schedule Report

<i>Feature</i>	<i>Description</i>
Search Criteria: , DC, , , , ,	Indicates the search criteria used to generate the current Inspections Schedule Report. If data is entered, the Search Criteria feature will list if applicable: the city, state, zip code, Begin Inspection Date Range, End Inspection Date Range, From Property ID, and To Property ID.
Prev	 button returns to the previous listing of inspections.
View: 1 - 32 of 32	Indicates the number of inspections currently visible on the Inspections Schedule Report.
Next	 button moves to the next list of inspections on the Inspections Schedule Report.
Select No. of Records to Show 50 	Indicates the number of inspections displayed per page on the Inspections Schedule Report. The default is 50 inspections per page. Users can select to display 100, 150 or 200 inspections per page.
Page No. 1  of 1	Indicates the page number currently visible. Users can go to another page by clicking on the drop-down arrow and selecting a page number.
Back to search	Link returns to the Physical Inspection Query Page .

Feature	Description
View	Field allows users to search for scheduled, unscheduled, or all inspections. Users can select only one of the three options by clicking on the appropriate radio button.
City	Field allows users to search by cities in the United States. Click on the field and enter the name of the city, or leave this field blank.
State	Field allows users to search by state or territory. Click on the drop-down arrow to view the entire list of states and territories. Click on a state or territory to select an option from the list, or leave this field blank.
Zip Code	Field allows users to search by postal zip code. Click on the field and enter the zip code, or leave this field blank.
Inspection Date Range	<p>To search for inspections within a range of dates, enter the <i>Begin</i> and <i>End</i> dates of the time frame. Always use the following format when entering a date: 2-digit month, 2-digit day, and 4-digit year. A calendar box is also available to enter dates. (See next page for instructions on using the calendar box).</p>  <p>NOTE: When searching for a specific inspection by using the <i>Inspection Number</i> or <i>Property ID</i> fields, the <i>Date Range</i> field must be blank.</p>
Property ID	Field allows users to search a specific property id or a range of property ids by entering the property ID number(s). Enter the property ID number(s), or leave this field blank.

To use the calendar box:

1. Click on the  button to view the current month in the calendar box. The current date is highlighted.
2. *To navigate in the calendar box to select a date:*
 - Click on a date (e.g., 09) to select a date in the current month.
 - To move forward or backward by month, click on the \geq or \leq (single arrows) at the top of the calendar. Use one click per month.
 - To move forward or backward by year, click on the $\geq\geq$ or $\leq\leq$ (double arrows) at the top of the calendar. Use one click per year.
 - Users can also use the drop-down arrows to select the month and year from the **Month and Year** menus. The calendar changes once the month and year are selected, and users can then click on a specific date within the month.

The calendar box closes once a date is selected, or click on the **X** control icon to close the window.